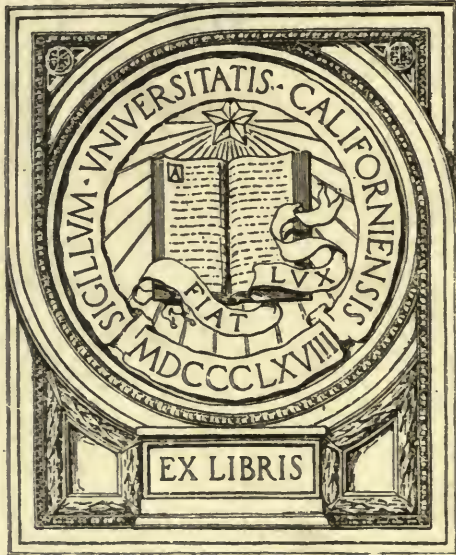




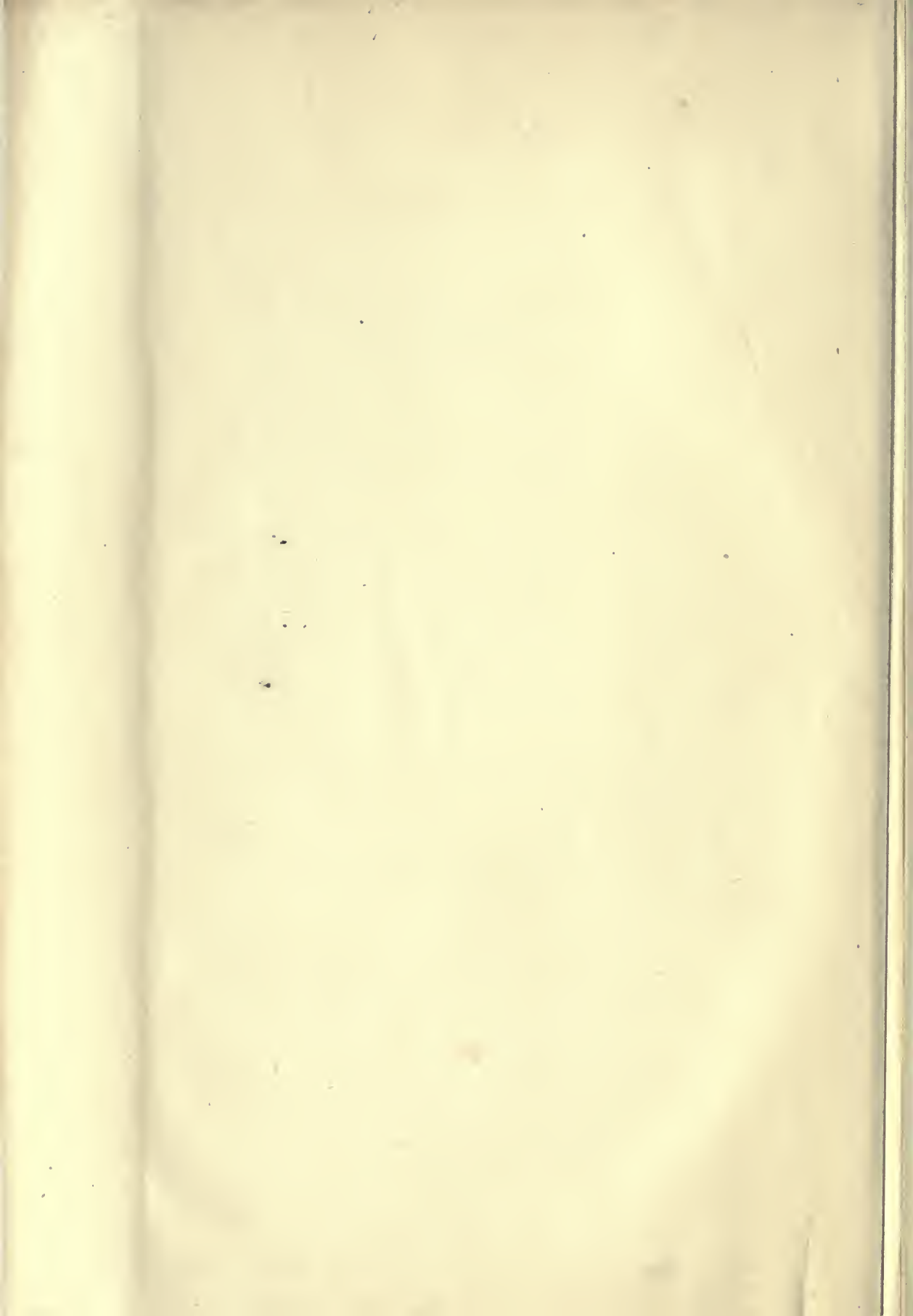
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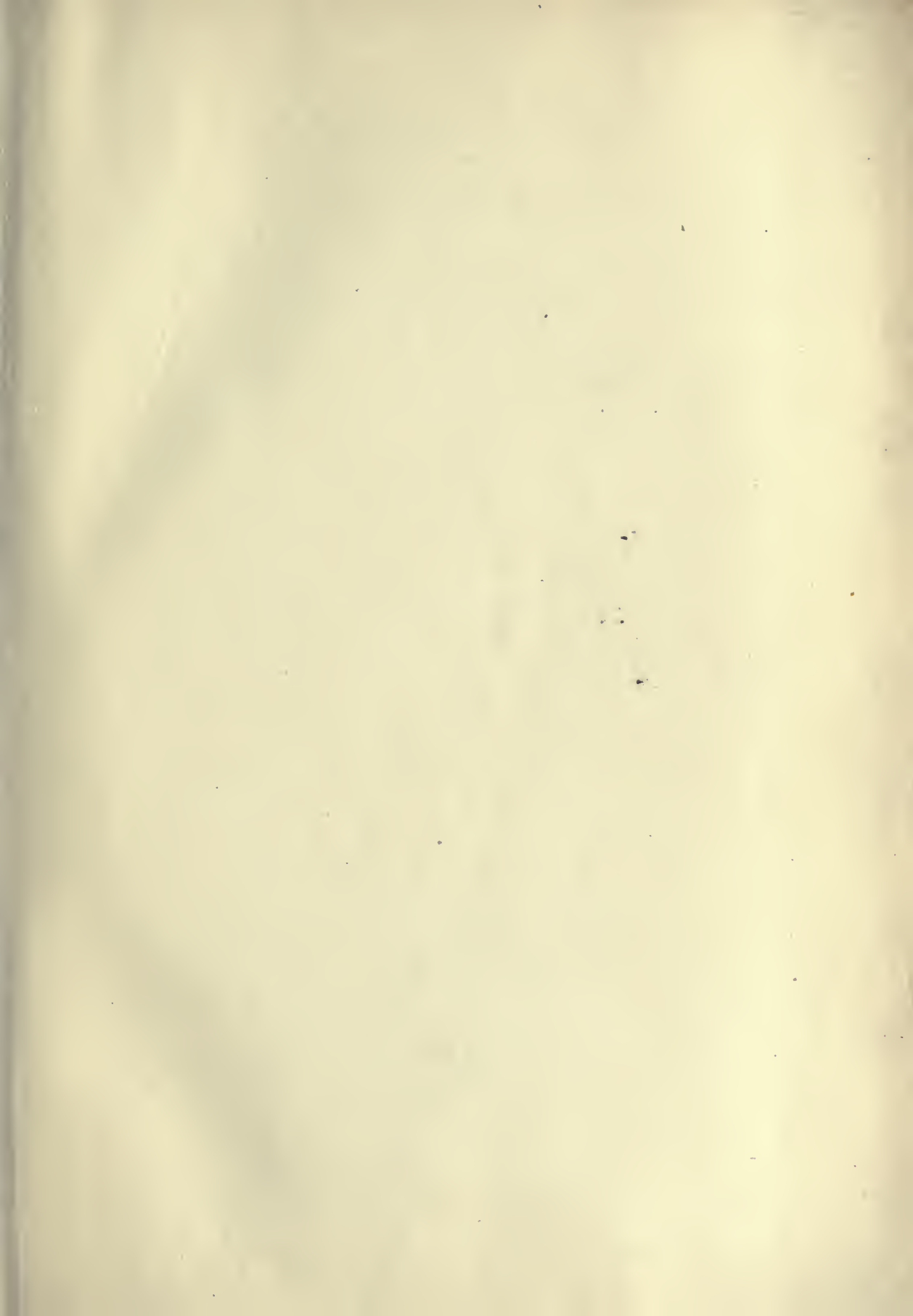


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**THE CARNEGIE FOUNDATION  
FOR THE ADVANCEMENT OF TEACHING**

**RULES FOR THE ADMISSION OF INSTITUTIONS  
AND FOR THE GRANTING OF RETIRING  
ALLOWANCES**



1910





**THE CARNEGIE FOUNDATION  
FOR THE ADVANCEMENT OF TEACHING**

**RULES FOR THE ADMISSION OF INSTITUTIONS  
AND FOR THE GRANTING OF RETIRING  
ALLOWANCES**

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## RULES FOR THE ADMISSION OF INSTITUTIONS AND FOR THE GRANTING OF RETIRING ALLOWANCES

THE aim of the founder in the creation of this Foundation is clearly expressed in the act of incorporation passed by the Congress of the United States, and approved by the President, March 10, 1906, in the following paragraphs (Section 2 (a) and (b)):

Section 2. That the objects for which said corporation is incorporated shall be—

(a) To receive and maintain a fund or funds and apply the income thereof as follows:

To provide retiring pensions, without regard to race, sex, creed, or color, for the teachers of universities, colleges, and technical schools in the United States, the Dominion of Canada, and Newfoundland, who, by reason of long and meritorious service, or by reason of old age, disability, or other sufficient reason, shall be deemed entitled to the assistance and aid of this corporation, on such terms and conditions, however, as such corporation may from time to time approve and adopt: *Provided, however,* That the said retiring pensions shall be paid to such teachers only as are or have been connected with institutions not under control of a sect or which do not require their trustees, their officers, faculties, or students (or a majority thereof) to belong to any specified sect, and which do not impose any theological test as a condition of entrance therein or of connection therewith.

(b) In general, to do and perform all things necessary to encourage, uphold, and dignify the profession of the teacher and the cause of higher education within the United States, the Dominion of Canada, and Newfoundland aforesaid, and to promote the objects of the Foundation, with full power, however, to the trustees hereinafter appointed and their successors from time to time to modify the conditions and regulations under which the work shall be carried on, so as to secure the application of the funds in the manner best adapted to the conditions of the time: *And provided,* That such corporation may by a vote of two-thirds of the entire number of trustees enlarge or vary the purposes herein set forth, provided that the objects of the corporation shall at all times be among the foregoing and kindred thereto.

### ADMISSION OF INSTITUTIONS TO THE ACCEPTED LIST

Institutions of higher learning, including colleges, technical schools, and universities, whose work is clearly of college or university grade, may be admitted to participation in the benefits of the retiring allowance system sustained by the Foundation.

Applications on behalf of institutions should be made by the board in which the government of the institution is vested. In the case of tax-supported institutions, the applications must be accompanied by the approval of the governor and of the legislature of the state or province in which the institution is situated. The trustees of the Foundation reserve the right to decline the application of any such institu-



tion if it is subject to a political control or interference which, in the opinion of the trustees of the Foundation, impairs its educational efficiency.

The trustees of the Carnegie Foundation for the Advancement of Teaching reserve the right to discontinue the privilege of participation in the system of retiring allowances of the Foundation whenever, in the judgment of the trustees, an institution ceases to conform to the regulations maintained by the trustees. Such withdrawal shall not, however, result in the discontinuance of retiring allowances already granted.

In order to be admitted to the retiring allowance system of the Foundation, the essential work of an institution must be that of higher education, and of such a character that graduation from a four-year high school course, or equivalent training, is a prerequisite therefor.

The term "college" is used to designate, in the United States, Canada, and Newfoundland, institutions varying so widely in requirements for admission, standards of instruction, and facilities for work, that for the purposes of this Foundation some arbitrary definition of that term is necessary. The following definition, in force in the state of New York, will be employed :

"An institution to be ranked as a college must have at least six (6) professors giving their entire time to college and university work, a course of four full years in liberal arts and sciences, and should require for admission not less than the usual four years of academic or high school preparation, or its equivalent, in addition to the pre-academic or grammar school studies."

A technical school, to be eligible, must have entrance and graduation requirements equivalent to those of the college, and must offer courses in pure and applied science of equivalent grade.

No institution will be accepted which is so organized that stockholders may participate in its benefits.

Institutions of higher learning will be recognized as eligible to the benefits of the Foundation, so far as denominational control is involved, under the following conditions :

1. Colleges, universities, and technical schools of requisite academic grade, not owned or controlled by a religious organization, whose acts of incorporation or charters specifically provide that no denominational test shall be applied in the choice of trustees, officers, or teachers, nor in the admission of students.

2. In the case of colleges, universities, and technical schools, not owned or controlled by a religious organization, in which no specific statement concerning denominational tests is made in the charters or acts of incorporation, the trustees of such institutions shall be asked to certify by a resolution to the trustees of the Carnegie Foundation for the Advancement of Teaching, that, notwithstanding the lack of specific prohibition in the charter, "no denominational test will be imposed in the choice of trustees, officers, or teachers, nor in the admission of students, nor

will denominational tenets or doctrines be taught to the students." Upon the passage of such resolution by the governing bodies of such institutions, they may be recognized as entitled to the benefits of the Carnegie Foundation for the Advancement of Teaching, so far as considerations of sectarian control are concerned.

An institution not supported by taxation, in order to meet the requirement in regard to endowment, must have a productive endowment of not less than two hundred thousand dollars over and above any indebtedness of the institution.

A tax-supported institution must be in receipt of an annual income of not less than one hundred thousand dollars.

#### RULES FOR THE GRANTING OF RETIRING ALLOWANCES

Retiring allowances are granted in the colleges, universities, and technical schools on the accepted list of the Foundation on two distinct grounds: (1) to a teacher of specified service on reaching the age of sixty-five; (2) to a teacher after twenty-five years of service as professor, or thirty years of service as professor and instructor, in case of physical disability.

Rule 1. Any person sixty-five years of age who has had not less than fifteen years of service as a professor, or not less than twenty-five years of service as instructor<sup>1</sup> or as instructor and professor, and who is at the time a professor or an instructor in an accepted institution, shall be entitled to an annual retiring allowance computed as follows:

(a) For an active pay of twelve hundred dollars or less, an allowance of one thousand dollars, provided no retiring allowance shall exceed ninety per cent of the active pay.

(b) For an active pay greater than twelve hundred dollars the retiring allowance shall equal one thousand dollars, increased by fifty dollars for each one hundred dollars of active pay in excess of twelve hundred dollars.

(c) No retiring allowance shall exceed four thousand dollars.

Computed by the formula:  $R = \frac{A}{2} + 400$ , where R = annual retiring allowance and A = active pay.

Rule 2. Any person who has had twenty-five years of service as professor, or thirty years of service as professor and instructor, and who is at the time either a professor or an instructor in an accepted institution, shall, in the case of disability unfitting him for the work of a teacher as proved by medical examination, be entitled to a retiring allowance computed as follows:

(a) For an active pay of twelve hundred dollars or less, a retiring allowance of

<sup>1</sup> An instructor is held to be a college or university teacher to whom is assigned independent teaching or responsibility for the conduct of laboratory work or of classes under the direction or supervision of a professor or head of a department. The term is not intended to include demonstrators, mechanics, laboratory helpers, or other assistants who are not charged with the responsibility for the conduct of college classes, nor is it held to include those who give any considerable part of their time to gainful occupations other than college teaching. The Foundation reserves the right to decide in all doubtful cases what constitutes service as an instructor.



eight hundred dollars, provided that no retiring allowance shall exceed eighty per cent of the active pay.

(b) For an active pay greater than twelve hundred dollars, the retiring allowance shall equal eight hundred dollars, increased by forty dollars for each one hundred dollars in excess of twelve hundred dollars.

(c) For each additional year of service above twenty-five for a professor, or above thirty for an instructor, the retiring allowance shall be increased by one per cent of the active pay.

(d) No retiring allowance shall exceed four thousand dollars.

Computed by the formula:  $R = \frac{A}{100}(b + 15) + 320$ , where R = retiring allowance, A = active pay, and b = number of years of service.

Rule 3. A widow who has been for ten years the wife of a teacher, who at the time of his death was in receipt of a retiring allowance, or who at the time of his death was eligible to a retiring allowance, or who had had twenty-five years of service as a professor, or thirty years of service as an instructor and professor, shall receive as a pension one-half of the retiring allowance to which her husband was entitled under Rule 1, or to which he would have been entitled under Rule 2 in case of disability.

Rule 4. In addition to the provision for retiring allowances made in Rules 1 and 2, the Foundation will coöperate with institutions on the accepted list in the retirement of teachers who have had twenty-five years of service as professor, or thirty years of service as professor and instructor, but who, not being sixty-five years of age, are not eligible for retirement under Rule 1, upon the following basis:

If the institution grants to such a teacher a retiring allowance at its own cost, the Foundation will consider such teacher eligible to a retiring allowance on reaching the age of sixty-five under the rules in force at that time, and at the same rate which the institution has paid in the interval, provided the retiring allowance so paid shall not be less than that to which the teacher would be entitled if he retired under Rule 2 on the ground of disability, and provided further that under no circumstances will the Foundation pay a higher retiring allowance to such a teacher than that to which he would have been entitled had he remained in service until the age of sixty-five and retired under Rule 1. Should a teacher so retired by an institution die before reaching the age of sixty-five, his widow would be eligible under the rules to receive a pension from the Foundation equal to one-half of that which her husband had been receiving, provided that under no circumstances would such widow be entitled to a higher allowance than that which she would have received had her husband been retired under Rule 1 or Rule 2.

Rule 5. In the preceding rules, years of leave of absence are to be counted as years of service, but not exceeding one year in seven. Librarians, registrars, recorders, and administrative officers of long tenure whose salaries may be classed with those of pro-

fessors and assistant professors are considered eligible to the benefits of a retiring allowance.

Rule 6. Teachers in the professional departments of universities whose principal work is outside the profession of teaching are not included.

Rule 7. The benefits of the Foundation shall not be available to those whose active service ceased before April 16, 1905, the date of Mr. Carnegie's original letter to the trustees.

Rule 8. In counting years of service toward a retiring allowance it is not necessary that the entire service shall have been given in institutions upon the accepted list of the Foundation, but only years of service in an institution of higher education will be accepted as an equivalent.

Rule 9. In no case shall any allowance be paid to a teacher who continues to give the whole or a part of his time to the work of teaching as a member of the instructing staff of any institution.

Rule 10. The Carnegie Foundation for the Advancement of Teaching retains the power to alter these rules in such manner as experience may indicate as desirable for the benefit of the whole body of teachers.

#### RECOGNITION OF INDIVIDUAL PROFESSORS IN INSTITUTIONS NOT ON THE ACCEPTED LIST

The trustees realize that there are able and devoted teachers rendering admirable service to education in institutions which, owing to low entrance requirements, or for other reasons, are considered below the academic grade requisite to entitle them to a place on the accepted list of institutions. Individual professors of extraordinary merit or service in such institutions may be granted retiring allowances, but in such cases the trustees will deal with the individual professor. Such allowances cannot in any instance be granted to professors in institutions deemed to be under denominational control. Inasmuch as the Carnegie Foundation for the Advancement of Teaching is a gift to higher education, service in a high school or academy will not entitle a teacher to a retiring allowance from this Foundation.

These rules were approved at the annual meeting of the trustees of the Carnegie Foundation for the Advancement of Teaching held on November 16, 1910.

(Attest) CHARLES F. THWING,  
*Secretary of the Board of Trustees.*



## LIST OF ACCEPTED INSTITUTIONS

AMHERST COLLEGE Amherst, Massachusetts	FRANKLIN COLLEGE OF INDIANA Franklin, Indiana
BATES COLLEGE Lewiston, Maine	GRINNELL COLLEGE Grinnell, Iowa
BELOIT COLLEGE Beloit, Wisconsin	HAMILTON COLLEGE Clinton, New York
BOWDOIN COLLEGE Brunswick, Maine	HARVARD UNIVERSITY Cambridge, Massachusetts
UNIVERSITY OF CALIFORNIA Berkeley, California	HOBART COLLEGE Geneva, New York
CARLETON COLLEGE Northfield, Minnesota	INDIANA UNIVERSITY Bloomington, Indiana
CASE SCHOOL OF APPLIED SCIENCE Cleveland, Ohio	JOHNS HOPKINS UNIVERSITY Baltimore, Maryland
CENTRAL UNIVERSITY OF KENTUCKY Danville, Kentucky	KNOX COLLEGE Galesburg, Illinois
UNIVERSITY OF CINCINNATI Cincinnati, Ohio	LAWRENCE COLLEGE Appleton, Wisconsin
CLARK UNIVERSITY Worcester, Massachusetts	LEHIGH UNIVERSITY South Bethlehem, Pennsylvania
THOMAS S. CLARKSON MEMORIAL SCHOOL OF TECHNOLOGY Potsdam, New York	LELAND STANFORD JUNIOR UNIVERSITY Stanford University, California
COE COLLEGE Cedar Rapids, Iowa	MCGILL UNIVERSITY Montreal, Quebec
COLORADO COLLEGE Colorado Springs, Colorado	MARIETTA COLLEGE Marietta, Ohio
COLUMBIA UNIVERSITY New York, New York	MASSACHUSETTS INSTITUTE OF TECHNOLOGY Boston, Massachusetts
CORNELL UNIVERSITY Ithaca, New York	UNIVERSITY OF MICHIGAN Ann Arbor, Michigan
DALHOUSIE COLLEGE AND UNIVERSITY Halifax, Nova Scotia	MIDDLEBURY COLLEGE Middlebury, Vermont
DARTMOUTH COLLEGE Hanover, New Hampshire	UNIVERSITY OF MINNESOTA Minneapolis, Minnesota
DICKINSON COLLEGE Carlisle, Pennsylvania	UNIVERSITY OF MISSOURI Columbia, Missouri
DRAKE UNIVERSITY Des Moines, Iowa	MOUNT HOLYOKE COLLEGE South Hadley, Massachusetts
DRURY COLLEGE Springfield, Missouri	NEW YORK UNIVERSITY New York, New York
	OSBERLIN COLLEGE Oberlin, Ohio



## LIST OF ACCEPTED INSTITUTIONS

7

UNIVERSITY OF PENNSYLVANIA  
Philadelphia, Pennsylvania

UNIVERSITY OF PITTSBURGH  
Pittsburgh, Pennsylvania

POLYTECHNIC INSTITUTE OF BROOKLYN  
Brooklyn, New York

PRINCETON UNIVERSITY  
Princeton, New Jersey

PURDUE UNIVERSITY  
Lafayette, Indiana

RADCLIFFE COLLEGE  
Cambridge, Massachusetts

RIPON COLLEGE  
Ripon, Wisconsin

UNIVERSITY OF ROCHESTER  
Rochester, New York

ROSE POLYTECHNIC INSTITUTE  
Terre Haute, Indiana

SMITH COLLEGE  
Northampton, Massachusetts

STEVENS INSTITUTE OF TECHNOLOGY  
Hoboken, New Jersey

SWARTHMORE COLLEGE  
Swarthmore, Pennsylvania

UNIVERSITY OF TORONTO  
Toronto, Ontario

TRINITY COLLEGE  
Hartford, Connecticut

TUFTS COLLEGE  
• Tufts College, Massachusetts

TULANE UNIVERSITY OF LOUISIANA  
New Orleans, Louisiana

UNION UNIVERSITY  
Schenectady, New York

VASSAR COLLEGE  
Poughkeepsie, New York

UNIVERSITY OF VERMONT  
Burlington, Vermont

WABASH COLLEGE  
Crawfordsville, Indiana

WASHINGTON AND JEFFERSON COLLEGE  
Washington, Pennsylvania

WASHINGTON UNIVERSITY  
St. Louis, Missouri

WELLESLEY COLLEGE  
Wellesley, Massachusetts

WELLS COLLEGE  
Aurora, New York

WESLEYAN UNIVERSITY  
Middletown, Connecticut

WESTERN RESERVE UNIVERSITY  
Cleveland, Ohio

WILLIAMS COLLEGE  
Williamstown, Massachusetts

UNIVERSITY OF WISCONSIN  
Madison, Wisconsin

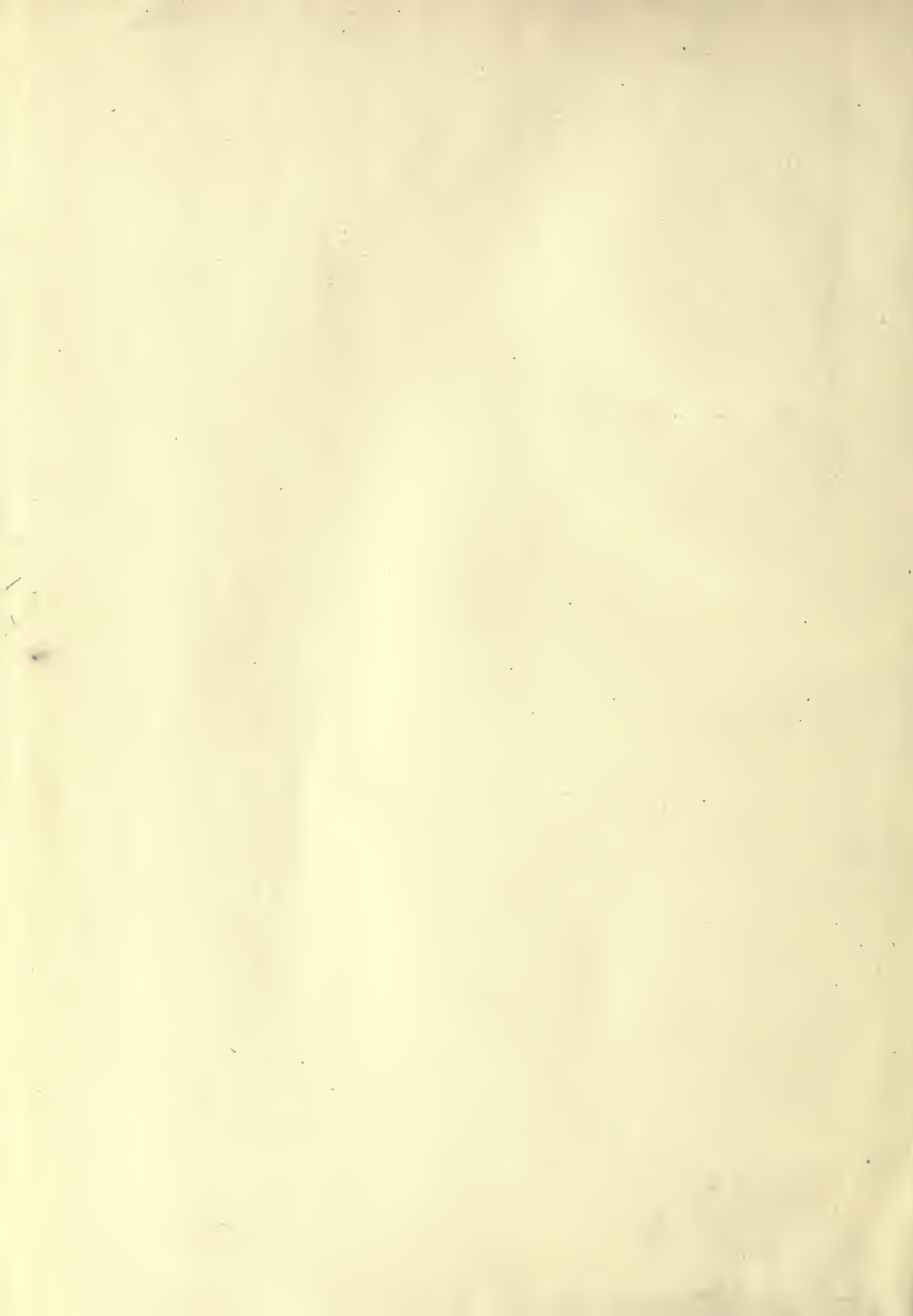
WORCESTER POLYTECHNIC INSTITUTE  
Worcester, Massachusetts

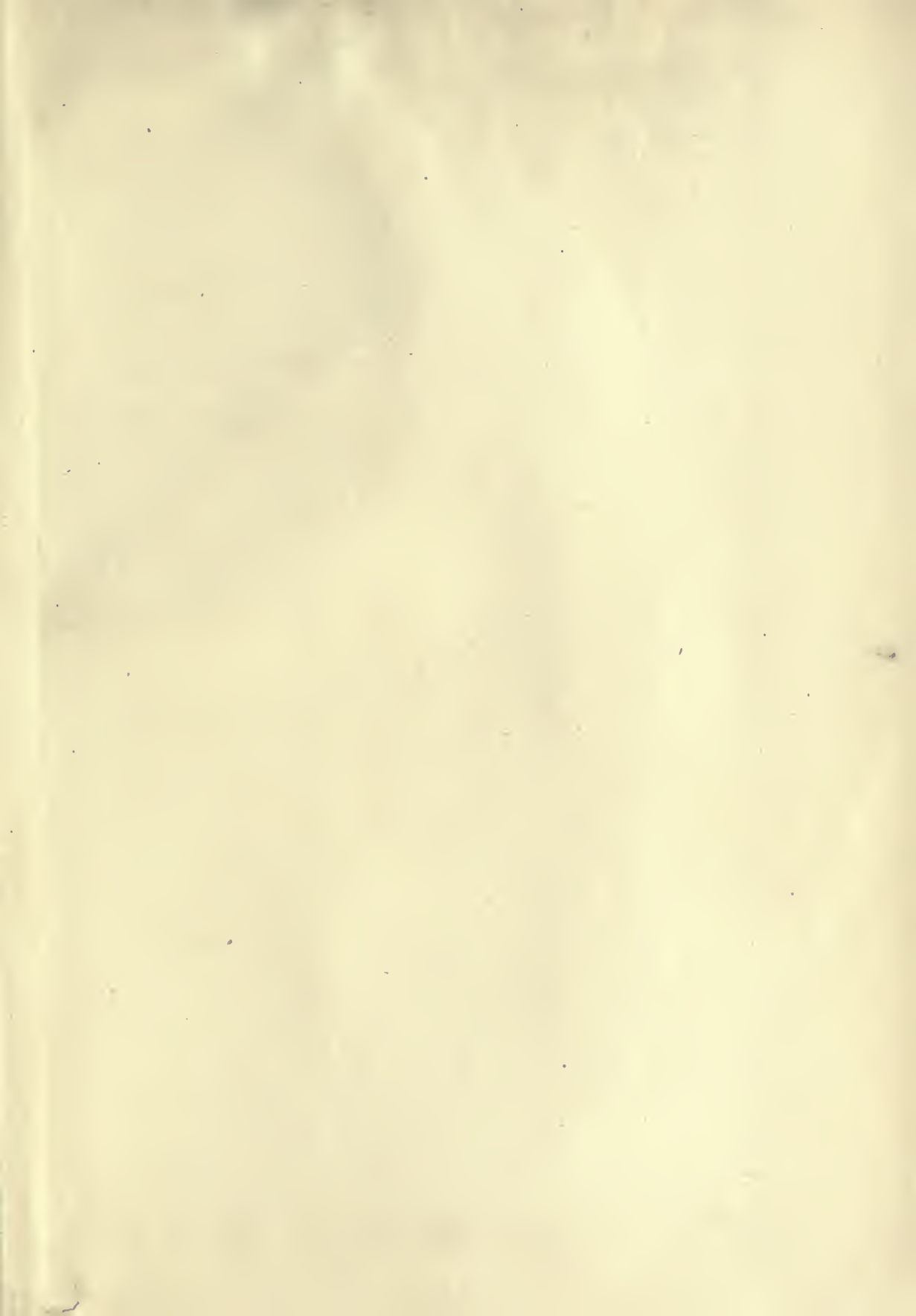
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November, 1910.











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